



## Transition Overview Change Log

Date	Version	Section	Change	Source	Comments
8/20/04	3.6	Appendices, cover page	Resolve protection error to allow editing.		Updated by C. Alward
8/3/04	3.6	2.1, 5	Section 1.2 and Section 5 to the end are available for editing – other sections are now protected.	S. Triggs	Updated by C. Alward
6/14/04	3.5	5.1	Remove Section 5.1 – not applicable to Large agencies	S. Triggs	Updated by C. Alward
6/14/04	3.5	5.2	Remove section 5.2 on Federal Funding	TMI	Updated by C. Alward
6/14/04	3.5	4.2.2, 4.2.3	Clarify wording regarding billing	TMI	Updated by C. Alward
6/14/04	3.5	2.1, 3.1	Clarify use of administrative fee.	TMI	Updated by C. Alward
5/25/04	3.4	4.2.3	Paragraph previously added on 5/12 regarding VITA employees attendance at training and meetings moved to new section 4.2.3 on Training. Additional paragraph added to address agency funding of employee training benefiting the agency.	C. Saneda (approval 5/24)	
5/25/04	3.4	4.2 / 5.2	Section 4.2 related to Federal funding moved to Section 5.2 under Special Notations.	C. Saneda (approval 5/24)	
5/12/04	3.3	4.3.2	Added a paragraph having to do with not adjusting direct bills when VITA employees attend meetings or training, with or without travel, since these activities are for the benefit of the agency. Also added a paragraph that shared employees will be billed on a fixed percentage basis.	C. Saneda	
5/12/04	3.3	2.3	Added item 7 to paragraph 2.3 concerning adherence to VITA administrative policies and procedures concerning ordering and receiving IT products.	C. Saneda	
5/12/04	3.3	3, 4.3	Added sub-paragraph numbers in Section 3 and sub-paragraph numbers and titles in Section 4.3.	C. Saneda	
5/12/04	3.3	1.1, 1.2, 2.1, 2.2, 2.3, 3, 4,	Made minor wording changes for clarity.	C. Saneda	
5/10/04	3.2		Align with changes in Large agency template: <u>2.1</u> Add VITA requirements as well as legal/policy <u>2.3</u> -1.b added “copies of” contracts and “for transfer of the contracts” to VITA -1.d change “portfolio” to “inventory”; change “to ensure accuracy...” to “for transfer of the assets to VITA”		



			-3. change "a copy of" to "validation of approved" ITSP; remove "certified" -7. delete (duplicates reference to contract transfer in 2.3.1.) <u>3.</u> Add "provides", change "collaboration" to "collaborates" in AITR R&R; add "and ongoing support" to SLD R&R; change "thus" to "thus the ESD's" in ESD R&R. <u>4.3</u> Remove "mandated" (now reads "DHRM compensation mandates"; changed "and fringes" to "and/or fringe benefits" <u>4.4</u> change "subj" to "subject"; chgd. "portfolio" to "inventory"		
4/30/04	3.2		2.1 Expanded explanations of Integration and Transformation 2.2 Added reference to 'amendment' 2.3 Changes for clarification, removal of FAACS transfer as requirements for Integration 3.0 Expanded explanation of AITR role; added ESD role. 4.2 Added section 4.2 as customizable portion to address federal funding issues. 4.3 Expanded explanation of personnel transfer 4.4 added reference to DOA memo	C. Saneda	
4/13/04	3.01	2.1, 2.3, 3, 4.2	-add "VITA requirements" to S&O stipulations (2.1) -modify wording of data needed for transition (2.3); deleted item # 7 as it duplicated # 1b. -add "...on behalf of the agency" to administrative fee explanation, and "...ongoing support" to SLD responsibilities (3) -remove "...remain on the agency premises" from personnel transfer discussion (4.3)	S. Triggs	
4/9/04	3.01	2.3, 3, 4.1, signoff page	Change references in text to 'executive summary' / ES to new title of 'transition overview'	C. Alward	
4/5/04	3.01	Cover	Large Agency title change to "Transition Overview"	S. Triggs C. Saneda	
4/5/04	3.01	3	Medium and Large – explicit identification of VITA charge- back process	S. Triggs C. Saneda	



3/25/04	3.01		Changes to reflect transition realignment on 2/11/04: -Removal of SOP references -For Large, removal of reference to refund -Revised description of transition process -Modified transition requirements -Changes in roles and responsibilities -Additional explanatory material in transfer summaries	S. Triggs C. Saneda	
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